



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

IN REPLY REFER TO

BUMEDINST 5215.14
BUMED-914
31 May 2001

BUMED INSTRUCTION 5215.14

From: Chief, Bureau of Medicine and Surgery
To: All Internal BUMED Codes

Subj: MAINTENANCE OF THE MANUAL OF THE MEDICAL DEPARTMENT
(MANMED)

Encl: (1) Guidelines for changes to MANMED
(2) MANMED Responsibility Listing
(3) MANMED Software Identification Sheet

1. Purpose. To set forth the policy, responsibility assignments, and procedures for updating MANMED. This instruction is significantly revised and should be read in its entirety.

2. Cancellation. NAVMEDCOMINST 5215.5.

3. Policy. All portions of MANMED shall be maintained in a current status. MANMED contains unclassified information for the treatment of active duty personnel only.

4. Background. Software incompatibility problems hindered the maintenance of MANMED, thus it was several years between formal changes. Desktop publishing software was procured and personnel are now trained. BUMED is using the Adobe PageMaker Publishing software to maintain and publish MANMED. Enclosure (1) is a listing of guidelines to assist in formatting changes to MANMED. Enclosure (3) is provided to ensure proper communication, should enclosure (1) not be appropriate.

5. Responsibilities

a. Individual codes are responsible for keeping current those portions of MANMED that contain subject matter under their cognizance. But, all personnel are urged to call attention to or recommend changes for bringing up-to-date or improving any part of MANMED.

b. Single-digit and specialty codes are responsible for assuring the maintenance of MANMED material under their jurisdiction.

c. MED-914 is responsible for the overall maintenance and improvement of MANMED.

6. Action

a. Enclosure (2) lists responsible codes for each chapter of MANMED. It is anticipated every chapter of MANMED will require some updating; thus each chapter will be issued as a separate

change so as not to hold up important information from the field and fleet. There will be no predetermined order to the chapters for update; the first one ready will be issued the next change number (i.e., chapter 1 will not necessarily be change 117 (the next available change number)).

7. Procedures

a. The cognizant deputy commander or their EA POC is responsible for assuring the proposed change to MANMED has been chopped by all interested parties, including the field or fleet, if necessary.

b. Chops do not have to be in ink on an OMR sheet (except the single-digit chop), they may be in e-mail format, indicating concurrence with a signature block that provides identifying information; they must include a date. The subject line of the e-mail should indicate the MANMED chapter or article identifying information, i.e., "MANMED chapter 16" or "MANMED chapter 15, article 65" so it is clear what is being agreed upon.

c. Changes to MANMED must be submitted to MED-914 with a printed copy (paper copy) of the change on the right, all chops and supporting documentation on the left and a 3 1/4" disk that includes all applicable files. The package must include an OMR with the single-digit chop (this chop must be in ink on the OMR versus an e-mail). Changes will be imported into the PageMaker software for uniform publication.



D. C. ARTHUR
Deputy

Available at:
<http://bumed.med.navy.mil>

GUIDELINES FOR CHANGES TO MANMED

- Set margins for 1 inch top, bottom, left, and right.
- Submissions shall be in Word software, Times New Roman font, 12 pitch.
- Submissions shall not be placed in columns. Information will be imported into a template in PageMaker Publishing software for uniform appearance.
- For tables or charts, use Word software, however font and pitch may vary if necessary for content placement. Please complete enclosure (3) and forward with the package.
- Headers, footers, tabs, columns, and other special features shall not be used, as it makes it impossible to import the document into the publishing software without first making modifications.
- Every chapter shall have a Table of Contents. If there are no changes to the current Table of Contents, so state.
- Articles may have a Table of Contents if numerous issues are discussed within the article. If there are no changes to the current Table of Contents, so state.
- Do not use the Virtual Naval Hospital Web site version of MANMED to submit changes from because they use a different publishing software and it is incompatible with PageMaker. Contact Mrs. Berry at bjberry@us.med.navy.mil if you need a copy of the chapter or article you are working to update in Word.

MANUAL OF THE MEDICAL DEPARTMENT
RESPONSIBILITY LISTING

<u>CHAPTER</u>	<u>TITLE</u>	<u>ACTION CODE</u>
Chapter 1	Medical Department	OOMC/OOL
Chapter 2	Medical Corps	OOMC
Chapter 6	Dental Corps	06/OODC
Chapter 7	Medical Service Corps	OOMSC
Chapter 8	Nurse Corps	OONC
Chapter 9	Hospital Corps	OOHC
Chapter 10	Civilians	OOCp
Chapter 12	Education and Training	05
Chapter 14	Special Activities	02/03
Chapter 15	Medical Examinations	02
Chapter 16	Medical Records	03
Chapter 17	Deaths	03
Chapter 18	Medical Boards	03
Chapter 19	Fleet Marine Force	OOHC
Chapter 20	Research and Development	02
Chapter 21	Pharmacy Operation and Drug Control	03
Chapter 22	Preventive Medicine and Occupational Health	02
Chapter 23	Forms and Reports	09

MANMED SOFTWARE IDENTIFICATION SHEET

The standard font or pitch for this MANMED submission has been changed. The following information is provided:

MANMED Chapter: _____

MANMED Article: _____

Table/Chart identifier: _____

Software used*: _____

Font used: _____

Pitch used: _____

Point of Contact: _____ Code: MED-_____ Phone: 762-_____

E-mail address: _____

* Be careful of software use, PageMaker is compatible with Word, other software may be used; however if it won't import into PageMaker you will be asked to resubmit in Word software.

REMARKS: